8   SEP 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

SUBJECT: Classified Material Checks by
Federal Protective Officers

1. Action Requested: None; for your information only.

2. Background: This Office is prepared to inaugurate a
24-hour exit check by Federal Protective Officers (FPOs) of
all personnel exiting Agency buildings who are carrying
briefcases, parcels, handbags, or any other container in
which classified material could be transported.

In the course of planning for these checks we have
had discussions with various Agency components and have
adopted many of the procedural refinements which they have
suggested. Throughout these discussions we have stressed
the fact that, while optimal control of classified material
is our primary objective, we must not inhibit the efficiency
of the day-to-day operations of this Agency.

Under the proposed procedures the only exceptions to
FPO inspection will be individuals who are officially docu-
mented as Agency couriers; selected individuals who are
designated by the head of each component and who are docu-
mented as Agency Document Control Officers; individuals who
can provide the FPO with a serial numbered, one-time pass
signed by an appropriate Document Control Officer; official
liaison officers from other government agencies who display
a distinctively marked badge; NFIB representatives; and
Intelligence Community members attending conferences at the
Community Headquarters Building whose clearances have been
formally certified.

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The FPO supervisors have been briefed and given written instructions. Appropriate GSA officials have been informed of the program and have given it their unqualified support.

The Office of General Counsel has reviewed our proposed procedures and have raised no legal barriers to putting them into effect other than stipulating that a notice be placed at each entrance telling everyone who enters that they will be subject to a check upon exiting. These notices have been prepared and are currently in place at each entrance.

Initially, we plan to have a relatively heavy involvement of Security personnel in support of the FPOs who will act as on-the-spot problem solvers.

3. Staff Position: It is readily apparent that these procedures will not be 100% effective. They will, however, introduce a much needed extra increment of discipline into our document control procedures.

We are prepared to implement the 24-hour FPO check on 11 September 1978 or such other date as you may deem appropriate.

STATINTL

Robert W. Gambino

Distribution:
Orig - Adse
  1 - ER
  1 - DDCI
  ① - DD/A

Approved For Release 2002/01/14 : CIA-RDP86B00963R000200100015-8

ROUTING AND RECORD SHEET

SUBJECT: (Optional)	Classified Material Checks by Federal Protective Officers					DD/A Registry 78-3296/6

STATINTL

FROM: Robert W. Gambino Director of Security			EXTENSION	NO.		STATINTL
				DATE 8 SEP 1978		

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DD/A 7D-26	8 SEP 1978		JS	
2.				
3. DDCI				
4.				
5. DCI				
6.				
7.				
8.				
9.				

"To 5

"Stan

"Before your departure for Europe, we agreed to re-visit this matter soon after your return.

"There is not among your senior subordinates unanimity of opinion on this issue. Accordingly I suggest you raise it for discussion at a 9 A.M. meeting.

"I support the procedure.   /s/Jack Blake"

DDA:JFBlake:kmg (8 Sep 78)
Distribution:
Orig RS - DCI
    1 - DDA Subj   1 - DDCI   1 - ER
Att: 1 - DDA Chronol-JFB Chrono
    Memo dtd 8 Sep 78 to DCI via DDA fr D/Sec,
        subj: Classified Material Checks by FPOs
            (DDA 78-3296/6)

Approved For Release 2002/01/14 : CIA-RDP86B00963R000200100015-8